

Day Care Home Renewal Training FY 2007

CACFP





Housekeeping

- Parking
- Breaks
- Restrooms
- Food/Vending
- Cell Phones





Why Mandatory Training?

- To reiterate the interim rules that were effective in fiscal year 2006
- Discuss common findings during State Agency Reviews in fiscal year 2006



Breaking the **Ice...**





MENUS





Menus

- Menus must be kept up to date
- Meal counts must be done daily, either at the time of the meal service or at the end of the day
 - meal counts must not be done in advance



Menus

- High Sugar/High Fat
 - ADE limits the number of high sugar and high fat items to two per week (two high sugar, two high fat) **per menu, not per consumption**
 - This will require continuous training for the providers
- Homemade items are those items that you physically make from a recipe
- Homemade items do not include pre-made food that you bake in the oven



Variety

- The menu should rarely repeat foods, more specifically entrees
- Limit the amount of milk that is served at snack. Snack time is an excellent time to encourage water
- ADE recommends that crackers be served no more than twice per week at snack
- Offer more whole grains



Juice

- Must have a disclaimer on the menu that states all juice served is 100% juice or label as 100% on menu
- Juice should be limited to once or twice per week
 - Offer the fresh fruit or vegetable instead
- It is best practice to serve juice at snack time only



CN Labels

- Required when claiming processed foods, commercial products, or convenience foods **to meet more than one component**
- Found on meat, poultry, seafood, meat alternate, and juice products
 - chicken patties
 - chicken nuggets
 - cheese or meat pizzas
 - beef, cheese, or bean burritos
 - egg rolls
 - breaded fish sticks
 - corn dogs



MENU ACTIVITY





INFANTS





Infants

- The CACFP does not discriminate in any aspect of the delivery of program benefits. This includes the “inequitable allocation of Program (CACFP) benefits or services to eligible children on the basis of race, color, national origin, sex, **age** or handicap [disability].”
 - (FNS Instruction 113-4 XII A 2)



Claiming Requirements

- Providers **must offer all** required meal components
- Parent/Guardian may decline offered infant formula in writing
 - Infant Feeding Preference Form
- If parent/guardian chooses to provide formula/breast milk, the meal is reimbursable unless the mother comes to the home to nurse (exception: she is the provider)
- Meals are NOT reimbursable if parent/guardian provides all components for 8-11 month infants – the provider must **provide** at least one component.



MONITORING





Monitoring

- 7 CFR 226.16(d)(4)(iii) states that sponsoring organizations must review each facility three times per year
 - At least two of the three reviews must be unannounced
 - At least one unannounced review must include observation of a meal service
 - At least one review must be made during each new facility's first 4 weeks of operation
 - No more than 6 months may elapse between reviews



Monitoring - Averaging of Reviews

- If a Sponsor conducts 2 unannounced reviews and finds no serious deficiencies, the third review is optional ONLY if an average of 3 reviews of all homes is conducted
- If a Sponsor averages reviews for a home, the first home visit in the next fiscal year must occur no more than 9 months after the previous visit
- Remember that a Sponsor may review a home no less than 3 times if the provider has submitted a block claim



Monitoring – Best Practices

- Switch up your monitoring routines
 - It is best not to assign caseloads
 - if you do, rotate them occasionally
 - Change the months of monitoring visits



Sign In/Out Sheets

All homes must maintain daily sign in/out sheets in order to capture each child's normal days and hours of care and the meals normally received while in care. 7CFR 226.15(e)

- To be used as a tool for abnormal claiming patterns
- Arrival and departure times must be indicated per child
- Must be conducted on a daily basis
- Requires full signature
- Parents must sign their child out as they enter the providers home
- Providers picking up participants from school should reflect the time of contact
- May be maintained in providers home



Enrollment Forms

The ADE requires child enrollment forms be maintained on file in the providers home. 7CFR 226.18(e)

- Must be updated annually and signed and dated by a parent or legal guardian
- ALL children present must have an enrollment form – friends and extended family are not exempt
- May want to incorporate into SO's monitoring forms - must assign corrective action if non compliant



Provider Application

- Meal times should reflect actual times that the meals will be served
 - Example:
 - Breakfast served between the hour of 8:00am to 9:00am
 - Should not observe a breakfast served at 9:45am



Provider Application

- Days of Care:
 - Should reflect actual days present in care
 - Example:
 - Days of Care = Mon, Tues, Wed, Thurs, & Fri
 - Should not see children being claimed or signed in on Saturday or Sunday



Sponsor Organization/Provider Agreement

- Must be permanent, and not updated annually
- Reference memo CN# 48-04



Information to be Displayed

- Homes must post information promoting the serving of nutritional meals meeting USDA requirements – the Building for the Future poster meets this requirement
- Homes must post the name and contact information for the Sponsoring Organization



FOOD SAFETY

FIGHT BAC!



Keep Food Safe From Bacteria™



Food Safety

- Common Issues
 - No thermometers in refrigerator and freezer
 - Trash cans without lids
 - Knives out on kitchen counters
 - Outlets left unplugged
 - Food items not labeled and dated
 - Medicine not locked up
 - Hand washing



5-Day Reconciliation



5-Day Reconciliation

- 7 CFR 226.16(d)(4)(ii) states that reviews must examine meal counts recorded for five consecutive days during the current and/or prior claiming period
- Sponsoring Organizations and ADE will conduct 5-day reconciliations
- ADE will review Sponsor's 5-day reconciliation records



How to Conduct a 5-Day Reconciliation

- Compare the provider's total enrollment to its recorded daily attendance to ensure that the number of children in attendance does not exceed the number of children enrolled
- Review the most recent 5 consecutive days of meal counts for each approved meal type to ensure that meal counts do not exceed the number of participants in attendance on any day



How to Conduct a 5-Day Reconciliation Cont'd

- Based on that comparison, reviewers will determine whether the meal counts were accurate
- If there is a discrepancy between the number of children enrolled or in attendance, the reviewer must attempt to reconcile the difference and determine whether the establishment of an overclaim is necessary



5-DAY RECONCILIATION ACTIVITY



BLOCK CLAIMING



Block Claiming

- Memo CN#17-06 was sent out to all Sponsoring Organizations on 6/14/06 regarding the issues related to block claims submitted by Family Day Care Homes
 - Extension of July 1, 2005 Guidance
 - Checklist in provider's file is NOT acceptable
 - Starting Date of the 60-day "Clock"



Extension of July 1, 2005 Guidance

- This guidance permits Sponsoring Organizations to meet the requirement for an unannounced follow up review, under certain circumstances, by evaluating and documenting the reason for a block claim prior to the facility's first submission of a block claim
 - This has been extended to through Fiscal Year 2007



Proper Documentation

- When a Sponsoring Organization's monitor documents valid reasons for a facility's submission of a block claim, those reasons must be specific to the facility, and must be well-documented
 - A checklist is not acceptable documentation.
 - Must have additional explanation of why the monitor believes this to be a valid reason for a block claim.
 - May use parental contacts as a tool.



Starting Date of the 60-Day Clock

- The 60-day clock must start on the day that the facility's meal count is received by the Sponsoring Organization
 - Best Practice: The Sponsor should date stamp the meal count upon receipt, and use that as the start of the 60-day clock



BUDGET





Key Resources

- FNS 796-2 Rev. 3 – costs must be allowable, reasonable, and necessary for program administration
- Line item instructions included in renewal packet



Organization

- Six Parts
 - Schedule A – Labor and Benefits
 - Schedule B – Supplies
 - Schedule C – Office Expense
 - Schedule D – Travel
 - Schedule E – Training
 - Schedule F – Administrative Services



Labor and Benefits

- Section 23 of FNS 796-2 rev. 3 includes all forms of compensation for program administrative and operating labor
- Compensation must be reasonable for the services provided by the individual and conform to the institution's written compensation policy
- ADE will pay for 50% of the employers contribution of Retirement benefits



Labor Costs

- Must be consistent with the institution's written compensation policy
- Costs charged to the program must comply with all Federal and State employment compensation and taxation requirements
- Cost of Living Increase – 2.9%
Not allowable - The cost of goods and services for personal use of the organization's officers, employees, and directors



Supplies and Office Expense

- Allowable - Costs of expendable program materials and supplies
- Unallowable Costs - Materials and supplies used by the institution and individuals for nonprogram purposes



Travel

- Log any scheduled travel (transportation, lodging)
- Include:
 - Mileage – \$0.405 per mile, but if federal rate is used (0.445), the employee may not claim mileage on his/her taxes
 - Per Diem
 - Must be within limits of state-approved per diem rates
 - Receipts required for meals
 - Keep receipts for lodging, parking, shuttle service, and road/bridge tolls
- Out of State conferences are allowable if related to CACFP



Maximum Allowed

- Accounting for growth
 - Average number of homes for highest three months + 10%
 - Example for 100 homes:
 - $100 + 10\% = 110$ homes
 - Budget spreadsheet calculates dollar value based on 110 homes



Revisions

- Submit budget revisions whenever there are changes to the following:
 - Salaries and benefits
 - Equipment
 - Travel
 - Consultant/contracted services



Balance Sheet

- Snap shot of financial background
- Specialist to review to ensure necessity, reasonableness, and allowable uses of CACFP funds



Assistance to Low Income Providers

- Can use funds to assist low-income providers
 - Small safety equipment
 - Smoke detectors
 - Fire extinguishers
 - Thermometers
 - Lock boxes
 - Licensing fees
 - *Actual* expenses of minor repairs where daycare operations being conducted



CIVIL RIGHTS





Civil Rights Requirements

- Effective Notification System
 - Program Availability
 - Complaint Information
 - Non-discrimination Statement
 - “And Justice For All” Poster



Approved Non-discrimination Statements

- This institution is an equal opportunity provider and employer.
OR
- In Accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Persons with disabilities who require alternate means for communication of program information (Braille, large print, audiotape, ect.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint on discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C., 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



Civil Rights Requirements Cont'd

- Complaint and Compliance
 - Complaint Procedures
 - Federal, State & Local Compliance
 - Pre-Award Compliance Review



Civil Rights Requirements Cont'd

- Limited English Proficiency (LEP)
 - Proportion
 - Frequency
 - Importance
 - Resources

For more information on LEP go to: www.lep.gov



Civil Rights Requirements Cont'd

- Religious Organizations
 - Equal Opportunity
 - Independence
 - Facilities
 - Discrimination

For further information go to: www.fbc.gov



Civil Rights Contact Information

- For more information, contact:
 - Brian Walsh, Civil Rights Liaison
 - (602)542-6208 or
 - Brian.Walsh@azed.gov
 - Or visit our website: <http://www.ade.az.gov/health-safety/cnp/CivilRights/Default.asp>



RENEWAL APPLICATION



Renewal Application

- All applications must be **complete and accurate** at time of submission or application will be returned
 - Use CACFP Renewal Application Checklist to assure all documents included prior to submitting to ADE
 - Returned applications will not be considered received by ADE until application resubmitted and verified as accurate and complete



Renewal Application

- Important dates:
 - September 1st – applications available online for updating FY 2007
 - September 1st – all paper documents due
 - Applications not approved by October 1st may affect advances and the ability to claim for October



Wrap Up

- Questions?
- Resources
- Evaluation
- Certificates

